

SUBJECT: AIR TRAFFIC SERVICES OFFICIAL FOREIGN TRAVEL PROCEDURES

- 1. PURPOSE.** This order prescribes the official foreign travel procedures and processes for the Associate Administrator for Air Traffic Services (ATS) complex. This guidance supplements the Federal Aviation Administration (FAA) Travel Policy (FAATP) by detailing requirements peculiar to ATS personnel and support contractors. In addition, this order provides a quick reference resource on elements of the FAATP frequently applied to ATS foreign travel.
- 2. DISTRIBUTION.** This order is distributed to the director through branch levels of the program offices within the Air Traffic Service (AAT), Airway Facilities Service (AAF), Air Traffic System Requirements Service (ARS), Office of System Capacity (ASC), and Office of Independent Operational Test and Evaluation (ATQ); to the regional Air Traffic (AT) and Airway Facilities (AF) Divisions; and to selected AT and AF field facilities.
- 3. BACKGROUND.** ATS personnel and contractors regularly travel outside of the United States to support the organization's air navigation services responsibilities. This travel ranges from participation in International Civil Aviation Organization (ICAO) meetings to bilateral discussions regarding air navigation services projects. Considering the extreme sensitivity of foreign travel, it is critical that ATS ensure that all official travel abroad by its personnel and contractors complies with proper authorization and other requirements.
- 4. RESPONSIBILITIES.**
 - a. The ATS International Staff, AAT-30, is responsible for the coordination and oversight of all ATS-related FAA international activities. As part of its tasking, AAT-30 manages and provides assistance with official foreign travel conducted by ATS personnel and supporting contractors. AAT-30 has established the following procedures and processes to ensure that these travelers satisfy the foreign travel requirements of ATS and FAA, Department of Transportation (DOT) policies, and other U.S. Government bodies, including the Department of State (DOS).
 - b. ATS personnel planning to travel abroad are responsible for ensuring that the following basic requirements are met by themselves and, as appropriate, supporting contractors for each trip outside of the United States. These basic requirements, which

are explained in detail in this order and FAA Order 1600.61A, Foreign Travel Briefing and Contact Reporting Requirements for FAA and Contractor Employees, include: approval of travel by appropriate FAA and, as needed, DOT authorities; country clearance by U.S. embassies in destination countries; security briefing prior to foreign travel and post travel reporting of contacts; passport and visas; and vaccinations and other protective health measures. This order also provides guidance on air travel above coach class and travel payments from non-U.S. Government sources.

c. ATS travel must be authorized and funded through the travel order process in accordance with the FAATP and other pertinent agency directives. The individual travelers and program offices are responsible for effecting this process independently of the foreign travel approval requirements detailed below.

d. The Manager of the Air Traffic Services International Staff is responsible for providing recommendations to ATS senior management regarding the necessity and appropriateness of specific foreign travel by ATS personnel and supporting contractors.

5. TRAVEL APPROVAL.

a. All ATS personnel and supporting contractors must obtain specialized foreign travel approvals from the appropriate FAA and, as needed, DOT authorities for official travel outside of the United States. Under **no circumstances** may an ATS member or a supporting contractor begin foreign travel before proper approval is received. Travel approval by the appropriate FAA or DOT officials authorizes the ATS member to engage in travel, incur expenses, and be reimbursed. The traveler jeopardizes himself or herself by traveling without authorization and may be held liable for all associated costs while in travel status.

b. The foreign travel approval process is effected through the **FAA Form 1500-1, Official Foreign Travel Arrangements**, which is available on the web at faa.gov/ats or through AAT-30. The traveler or, in the case of a contractor, the ATS member whom the contractor supports must fill out this form and submit it to the appropriate authorities through the process described step-by-step below. Note: Routine international flight inspection missions, Hangar 6 trips, and short notice VIP or National Transportation Safety Board (NTSB) travel are exempt from these approval procedures.

c. To start the 1500-1 process, the traveler must first determine whether the travel is **routine** or **nonroutine**. The approval level, process, and timeline are different for these two types of foreign travel. In addition, the traveler must use specialized routine and nonroutine 1500-1 forms. The traveler should use the following guidelines to make this determination. If the type of travel is not clear, the traveler should contact AAT-30 for assistance.

(1) **Routine** foreign travel is defined as travel by ATS members and supporting contractors outside the United States on regular official business that does not directly

involve discussions with foreign officials that establish or modify major FAA, DOT, or U.S. Government policies and programs. Examples of routine foreign travel are as follows.

(a) Travel to participate in the working groups, subgroups, study groups, or task force meetings routinely held by international organizations such as ICAO or the International Telecommunications Union (ITU). These trips typically involve technical discussions regarding a range of air navigation services issues. This type of travel can also include technical experts meeting to discuss, analyze, and develop proposed solutions to operational requirements.

(b) Travel to participate in bilateral or multilateral technical meetings with foreign counterparts. These trips include discussions of the following technical issues associated with air navigation services systems: development, operations and maintenance (O&M), interface, and implementation.

(c) Travel related to bilateral or multilateral discussions of air traffic control (ATC) operational issues.

(d) Travel conducted under a reimbursable technical assistance agreement.

(e) Travel to meet with vendors to discuss technical issues associated with air navigation services systems that the FAA is acquiring or may acquire. These trips typically include factory acceptance test activity or vendor technical briefings.

(f) Permanent change of station travel and travel to, from, and between foreign countries by ATS members whose official duty stations are outside of the United States and their support contractors.

(g) Travel of personnel, such as aircraft crew, involved with the transport of DOT and other U.S. Government personnel to and from foreign countries.

(h) Travel of ATS personnel and support contractors whose purpose of travel is related to accident investigation, aircraft repair, hazardous material container inspections, navigational aids, ATC operational issues, and similar activities.

(2) **Nonroutine** foreign travel is defined as travel by ATS members and supporting contractors outside of the United States as part of a formal delegation sanctioned by DOS or a similar authority to participate in discussions that establish or modify major FAA, DOT, or U.S. Government policies and programs. Examples of non-routine foreign travel are as follows.

(a) Travel to participate in ICAO assemblies, ICAO regional air navigation meetings, full ICAO technical panels, and full ICAO regional planning group meetings.

(b) Travel in connection with meetings of Directors General of Civil Aviation (DGCA).

(c) Travel to meet with senior-level civil aviation counterparts for the purpose of establishing or modifying major bilateral policies.

(d) Travel related to FAA representation at air shows.

(e) Travel to participate in special ad hoc conferences that do not meet the definition of “routine” travel as defined above.

(f) All foreign travel taken by associate/assistant administrators, the Deputy Administrator, and the Administrator.

d. **Routine Travel Approval Process.** To obtain approval of routine foreign travel, the traveler must submit an FAA Form 1500-1 (Routine)--an example has been attached to this order as **Appendix 1, Official Foreign Travel Arrangements Form 1500-1 (Routine)**--that is completed in accordance with the step-by-step guidance below to AAT-30 **no less than 14 days** before the start of travel. In cases when the 14-day requirement cannot be met, a statement explaining the late submission must be attached to the Form 1500-1.

(1) **step 1.** The traveler must complete **Parts I and II** of the 1500-1, including the traveler’s contact information and passport number.

(2) **step 2.** The traveler must provide a detailed justification of travel and estimated travel cost in **Block 18** of the 1500-1. If multiple ATS personnel or contractors are traveling to the same event, individual and differentiated justification must be provided. Copied justifications will not be accepted by AAT-30.

(3) **step 3.** The traveler must fill in the appropriate titles for **Block 19** (Division Manager or Regional Branch Manager), **Part IV** (Program Director or Regional Division Manager), and **Part VI** (Service Director).

(4) **step 4.** The traveler must obtain the appropriate signatures for **Block 19** and **Part IV**.

(5) **step 5.** The original 1500-1 must be submitted to AAT-30 **no less than 14 days** before the start of travel as noted above.

e. Once the 1500-1 is received, AAT-30 will submit the 1500-1 with a recommendation for approval/disapproval to the traveler’s Service Director for final authorization. If the travel is approved, AAT-30 will return the completed 1500-1 to the traveler. If the travel is disapproved or other problems are encountered, AAT-30 will contact the traveler.

f. **Nonroutine Travel for Groups of Up to and including Six Travelers.** The Deputy Administrator, ADA-1, must approve nonroutine foreign travel for groups of up to and including six traveling to the same destination in connection with the same event. To obtain this approval, the traveler must develop a requesting memorandum to be sent from the Associate Administrator for Air Traffic Services, ATS-1, to ADA-1. The memorandum--an example has been attached to this order as **Appendix 2, Approval of Nonroutine Foreign Travel Memo for Groups of up to and including Six Travelers**--must list the names of the travelers, location, dates, detailed purpose of travel, and an estimated cost of travel. The statement of purpose **must** provide a strong justification for the proposed travel that details the individual and essential contribution each traveler will make to the accomplishment of the trip's objective.

g. The traveler must submit this memorandum and an FAA Form 1500-1 (nonroutine, signed by ADA-1)--an example has been attached to this order as **Appendix 3, Official Foreign Travel Arrangements Form 1500-1 (nonroutine signed by the Deputy Administrator)**--that is completed in accordance with the step-by-step guidance below to AAT-30 **no less than 21 days** before the start of travel. Groups of personnel engaging in nonroutine travel must submit a consolidated memorandum with individual 1500-1 forms to AAT-30. In cases when the 21-day requirement cannot be met, a statement explaining the late submission must be attached to the FAA Form 1500-1.

(1) **step 1.** The traveler must complete **Parts I and II** of the 1500-1, including the traveler's contact information and passport number.

(2) **step 2.** The traveler must provide a detailed justification of travel and estimated travel cost in **Block 18** of the 1500-1. If multiple ATS personnel or contractors are traveling to the same event, individual and differentiated justifications must be provided. Copied justifications will not be accepted by AAT-30.

(3) **step 3.** The traveler must fill in the appropriate titles for **Block 19** (Program Director or Regional Division Manager) and **Part V** (Service Director).

(4) **step 4.** The traveler must obtain the appropriate signature for **Block 19**.

(5) **step 5.** The original 1500-1 must be submitted to AAT-30 **no less than 21 days** before the start of travel as noted above.

h. Once the 1500-1 is received, AAT-30 will submit the 1500-1 and the requesting memorandum explained above with a recommendation for approval/disapproval to ATS-1 through the traveler's Service Director. The request package will then be sent through the Director of the Office of International Aviation, AIA-1, to ADA-1 for final authorization. If the travel is approved, AAT-30 will return the completed 1500-1 to the traveler. If the travel is disapproved or other problems are encountered, AAT-30 will contact the traveler.

i. **Nonroutine Travel for Groups of Seven or More Travelers.** The Deputy Secretary of Transportation, S-2, must approve nonroutine foreign travel for groups of seven or more traveling to the same destination in connection with the same event. To obtain this approval, the traveler must develop a requesting memorandum to be sent from the Administrator, AOA-1, to S-2. The memorandum--an example has been attached to this order as **Appendix 4, Approval of Nonroutine Foreign Travel Memo for Groups of seven or more Travelers and Foreign Travel by the Associate/Assistant Administrators**--must list the names of the travelers, location, dates, detailed purpose of travel, and an estimated cost of travel. The statement of purpose **must** provide a strong justification for the proposed travel that details the individual and essential contribution each traveler will make to the accomplishment of the trip's objective.

j. The traveler must submit this memorandum and an FAA Form 1500-1 (nonroutine, signed by AOA-1)--an example has been attached to this order as **Appendix 5, Official Foreign Travel Arrangements Form 1500-1 (Nonroutine signed by the Administrator)**--that is completed in accordance with the step-by-step guidance below to AAT-30 **no less than 40 days** before the start of travel. Groups of personnel engaging in non-routine travel must submit a consolidated memorandum with individual 1500-1 forms to AAT-30. In cases when the 40-day requirement cannot be met, a statement explaining the late submission must be attached to the Form 1500-1.

(1) **step 1.** The traveler must complete **Parts I and II** of the 1500-1, including the traveler's contact information and passport number.

(2) **step 2.** The traveler must provide a detailed justification of travel and estimated travel cost in **Block 18** of the 1500-1. If multiple ATS personnel or contractors are traveling to the same event, individual and differentiated justification must be provided. Copied justifications will not be accepted by AAT-30.

(3) **step 3.** The traveler must fill in the appropriate titles for **Block 19** (Program Director or Regional Division Manager) and **Part V** (Service Director).

(4) **step 4.** The traveler must obtain the appropriate signature for **Block 19**.

(5) **step 5.** The original 1500-1 must be submitted to AAT-30 **no less than 40 days** before the start of travel as noted above.

k. Once the 1500-1 is received, AAT-30 will submit the 1500-1 and the requesting memorandum explained above with a recommendation for approval/disapproval to ATS-1 through the traveler's Service Director. The request package will then be sent through the Director of International Aviation, AIA-1, and the Assistant Administrator for Policy, Planning and International Aviation, API-1, to AOA-3 for final FAA authorization. If the travel is approved by AOA-1, the request package in turn will be sent to S-2 through the appropriate DOT coordination channels. If the travel is finally approved by S-2, AAT-30 will return the completed 1500-1 to the traveler. If the travel is disapproved or other problems are encountered, AAT-30 will contact the traveler.

1. If the requesting program office is unable to meet the required lead-time for the submission of FAA Form 1500-1 to AAT-30, a written explanation for the delay must be submitted to the Manager of the ATS International Staff.

6. COUNTRY CLEARANCE.

a. All international destinations require a country clearance.

b. The following DOS and FAA country clearance procedure is applicable to all ATS personnel and supporting contractors planning official foreign travel. Country clearance messages are transmitted by the Operations Center via Standard Form 14-- an example has been attached to this order as **Appendix 6, Standard Form 14, Telegraphic Message for Country Clearance Request**. Each regional office should send the country clearance messages through their own Operations Center (see **Appendix 7, Listing of FAA Operations Centers**). Headquarters personnel are to deliver country clearance cable forms to the Operations Center window located in room 1014 of FOB10A.

c. Travel to the following countries requires advance coordination with and transmission of the country clearance by the DOS: Cambodia, Vietnam, Cuba, Russia, Syria, and Lebanon. For assistance in transmitting country clearances for these countries, contact the AIA Foreign Travel Specialists (see **Appendix 12, Contact List**). Travel to Taiwan, Israel, and Cuba are subject to special rules and guidelines (see paragraph 11).

d. ATS personnel and supporting contractors planning official foreign travel **must** ensure that country clearance is requested in advance from the U.S. embassies in all countries in which travel will occur. The traveler shall either prepare the clearance individually or, if participating as part of a group, the OPI for the meeting is responsible for preparing the clearance for the entire group. Country clearance requests must be sent as far in advance of travel as practicable, but **not less than** 7 calendar days before travel commences. Under unusual circumstances, when at least 7 days advance notice is not possible, a statement needs to be included expressing justification for the late submission of request.

e. Country clearance messages must be addressed to the appropriate American Embassy (e.g., AMEMBASSY TIRANE). Information copies must also be sent to the FAA Representative and International Area Office responsible for that country (e.g., "AMEMBASSY ROME//FAA REP//" and "AMEMBASSY BRUSSELS//FAA IAO//"). Country clearance messages must include the following as "information addressees": "SECSTATE WASHINGTON DC" and "FAA NATIONAL HQS WASHINGTON DC/AIA-100/AAT-30." (See **Appendix 8, Country Clearance Addressees List**.)

f. The following information must be included in the country clearance message.

(1) Name(s) of traveler(s). Full name, title, FAA place of business, phone number, passport type and number, and security clearance of traveler(s).

(2) Purpose of visit. Provide sufficient detail to tell the embassy **why** you are coming (attend conference/conduct training, etc.); **what** local organization is hosting or sponsoring your work or event; and **where** your conference or work will be conducted.

(3) Persons to be visited. This should tell **who** you are visiting or meeting with (names/titles/organizations/telephone numbers).

(4) Complete itinerary. Show dates of arrival/departure for each city and mode of travel. The itinerary for each day should be listed, including a phone, cell, or pager number where you can be reached by the United States embassy, in case of emergency.

(5) Support requested. If no assistance is requested from the embassy, include a statement that “All travel and accommodations are being handled by the traveler. No post assistance is anticipated.”

(6) A closing statement as follows. “Per Reference A, we will assume that country clearance is granted unless a negative reply is received within 7 calendar days.” In the event that 7 days is not possible, modify the closing statement to say: “We apologize for the late submission, but will assume country clearance is granted unless a negative reply is received. We are submitting this country clearance in less than the 7 days required, because (enter reason for lateness).”

SPECIAL EXCEPTIONS: When requesting country clearance for certain countries, e.g., Cuba, Israel, South Africa, Norway, Lebanon, Syria, Peru, Colombia, Haiti, Grenada, Egypt, Serbia-Montenegro, or the NIS countries of the former Soviet Union (Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kirgystan, Moldova, Russia, Tajikistan, Turkmenistan, the Ukraine and Uzbekistan), the traveler must receive an affirmative reply to the country clearance request before entering the country. In these special cases, the closing statement in paragraph 6 above should be replaced with the following: “We request a reply from your office within 7 calendar days.” If you do not receive a reply within 7 days, or to check the latest information on any special exception country, contact the Department of State Office of Aviation Programs and Policy (see Appendix 12).

7. SECURITY BRIEFING AND CONTACT REPORTING. All FAA and contractor employees must be made aware of situations they could encounter while on travel to foreign countries and of basic defensive measures they can take against these threats. FAA and contractor employees must:

a. Receive a security briefing in accordance with Order 1600.61A, Foreign Travel Briefing and Contact Reporting Requirements for FAA and Contractor Employees, and Appendix 1, Guide for Employees Traveling to Foreign Countries, prior to traveling to any foreign country.

b. Report any contact with individuals of any nationality who seek illegal or unauthorized access to classified or sensitive information in accordance with Order 1600.61A.

8. PASSPORTS AND VISAS.

a. Official Passports. All ATS personnel on official travel must use an Official U.S. “red” Passport. Personnel without red passports are responsible for following the procedures below to obtain this needed document prior to engaging in official foreign travel.

b. ATS travelers, who have not had a previous passport (official “red,” personal “blue,” or diplomatic “black”) or whose passport was issued more than 15 years ago, must follow the step-by-step process described below.

(1) **step 1.** The traveler must complete a **DOS Form DSP-11, Passport Application**. This form can be obtained at most U.S. Post Offices, through the Office of International Aviation, AIA, the DOT Passport Office, or the DOS Passport Issuance Office. Note, a passport agent, postal employee, or a clerk of a court must witness the signing of the DSP-11 by the traveler.

(2) **step 2.** The traveler must complete a **DOT Form 1500.7, Request for Official Passport Action**. This form can be obtained through the Office of International Aviation, AIA, the DOT Passport Office, on the web at faa.gov/ats, or through AAT-30. Only sections 1-5 of the 1500.7 should be completed.

(3) **step 3.** The traveler must obtain two passport photos with light background.

(4) **step 4.** The traveler must make available an original birth certificate with a raised seal.

(5) **step 5.** The traveler must submit the signed DSP-11, 1500-7, two passport photos, and the birth certificate to the DOT Passport Office (**see Appendix 12**). Headquarters staff should handcarry their applications to the DOT Passport Office in room 7402 of the Nassif building.

c. If the traveler has in his/her possession a current or expired passport (official “red,” personal “blue,” or diplomatic “black”) issued no more than 15 years ago, they may follow the step-by-step process described below.

(1) **step 1.** The traveler must complete a **DOS Form DSP-82, Passport Application**. This form can be obtained at most U.S. Post Offices, through the Office of International Aviation, AIA, the DOT Passport Office, or the DOS Passport Issuance Office.

(2) **step 2.** The traveler must complete a **DOT Form 1500.7, Request for Official Passport Action**. This form can be obtained through the Office of International Aviation, AIA, the DOT Passport Office, on the web at **faa.gov/ats**, or through AAT-30. Only sections 1-5 of the 1500.7 should be completed.

(3) **step 3.** The traveler must obtain two passport photos with light background.

(4) **step 4.** The traveler must make available the current or expired passport.

(5) **step 5.** The traveler can submit the passport application forms to the Office of International Aviation's Foreign Travel Specialist or to DOT's Passport Office, Room 7402 (**see Appendix 12**).

d. The DOT Passport Agent is the approval authority for all official passports for DOT employees and is the signature authority on the 1500.7. Therefore, all requests for official passports must be sent to the DOT Passport Agent for approval and forwarding to DOS for processing. **Any applications for official passports sent directly to DOS without the DOT Passport Agent's approval will be declared invalid by DOS and returned.**

e. Passport pictures can be taken at the DOT Photo Office or at an outside vendor. Travelers in need of pictures from the DOT Photo Office should call to schedule an appointment (**see Appendix 12**). Please note that passport photos submitted with any passport application must have been taken within 6 months of the time of application.

f. Passport applications should be submitted to the DOT Passport Office, Nassif Building, Room 7402, or to the AIA Foreign Travel Specialist **at least 30 working days in advance of travel (see Appendix 12)**.

g. If travelers are unable to meet the 30-day requirement, a letter of justification must be attached to the passport request explaining the need for expeditious processing. The letter of justification should be addressed to the U.S. Passport Office from the traveler's supervisor - an example has been attached to this order as **Appendix 9, Request for Expeditious Renewal of an Official Passport Memo**.

h. Contractors supporting ATS cannot be issued official U.S. Government passports. If they are traveling in support of ATS personnel, they must use their personal "blue" passports. The FAA can assist contractors with obtaining country visas, if they are traveling on official government business and possess a personal passport.

i. Official Government passports must be returned upon retirement or resignation from the Federal Government. Expired passports must be returned with paperwork in order to get passport renewed.

j. Visas. Most countries require visas in addition to passports for entry into their countries. Personnel are responsible for their own visa application and acquisition.

Travelers should contact the country's local Embassy or Consulate, the DOT Passport Office, or the AIA Foreign Travel Specialist to inquire about visa requirements for travel on Government business (**see Appendix 12**). The traveler should keep in mind that it takes several days or weeks to obtain visas for entry into certain countries. Foreign embassies in Washington, D.C., often have restricted hours for visa service and they observe their countries' own holidays, which may be working days in the United States.

k. Visas for Russia. Visas are required for entry into Russia. Personnel in need of a visa for Russia must submit the following: an application for a Russian visa, three passport-size photographs, a photocopy of pages 1 and 2 of their official passports, and an invitation from the Russian Ministry of Foreign Affairs. This invitation must list the name(s) of the travelers, the dates of travel, the purpose of travel, and the name of the sponsoring organization.

l. Visas for China. Visas are required for entry into China. In addition to submitting an application for a visa, personnel in need of a visa for travel to China must also submit an invitation from the Chinese Government. This invitation must list the name(s) of the travelers, the dates of travel, the purpose of travel, and the name of the sponsoring organization.

m. Visas for Cuba. Visas are required for entry into Cuba. DOS, Office of Cuban Affairs, has requested that visas for travel to Cuba be submitted **at least 5 weeks** prior to the travel date. The visa application must be typed and should include two passport pictures and an official U.S. passport. Once a visa is granted, it is valid for 60 days.

9. HEALTH.

a. Health Information. Travelers may contact the Center for Disease Control (CDC) for health information or the CDC web page at **www.cdc.gov** (**see Appendix 12**).

b. Immunizations. For information on shot requirements, contact the DOS Immunization Clinic or the Center for Disease Control, via email or phone (**see Appendix 12**). Personnel in Washington, D.C., can go to the DOS Immunization Clinic for shots. The clinic is located at 2401 E Street, NW., Room 201. The hours are M,T,W,F from 8:30-4:30; Th from 9:30-4:30; and closed daily from 12N-1:00. Travelers need to schedule an appointment with the clinic and take along a copy of their travel orders. **Keep in mind that some shots are given in a series, and some require advance order for the serum. Travelers should contact the Immunization Clinic as far in advance of travel as possible for information.** Those outside the Washington, D.C., area should contact their doctor.

10. AIR TRAVEL ABOVE COACH CLASS.

a. The following summarizes the three classes of accommodations above coach class. For more specific information on accommodations above coach class, please refer

to the FAATP, Chapters 301-10.140 through 301-10.143. The use of first-class seating will be considered for authorization under any one of the following circumstances:

- (1) No other reasonably available coach-class or premium-class accommodations.
- (2) Travel by an employee with a disability.
- (3) Security precautions/reasons.

b. The use of premium-class other than first-class seating (i.e., business-class, etc.) will be considered for authorization under the following circumstances:

- (1) Regularly scheduled flights provide only such seating.
- (2) No space is available in coach-class accommodations in time to accomplish a mission that cannot be postponed.
- (3) Travel by an employee with a disability.
- (4) Security precautions/reasons.
- (5) Coach-class accommodations on a foreign carrier do not provide adequate sanitation standards.
- (6) The use of such seating results in overall cost savings for the Government.
- (7) The upgrade is available through the use of frequent traveler benefits.
- (8) The travel costs are paid in full by an approved non-Federal source.
- (9) Travel is in excess of 14 hours. Travel direct between origin and destination points, either of which is outside the continental United States, and the scheduled flight time is in excess of 14 hours. In this instance, you will not be eligible for a rest stop en route or a rest period upon arrival at your duty site.

c. The Administrator and the Deputy Administrator are the approval authorities for the use of first-class and premium-class travel under the circumstances mentioned above. Requests for the Administrator's or the Deputy Administrator's approval should be submitted by memo with traveler's attached flight schedule no less than 14 days before the start of travel – an example has been attached to this order as **Appendix 10, Approval of Use of Business-Class Accommodations Memo**.

d. For rail and ship service above coach class, please refer to the FAATP, Chapters 301-10.160 through 301-10.184.

11. PAYMENTS FROM NON-U.S. GOVERNMENT SOURCES. Acceptance of travel payments from a non-Federal source must be approved by the Administrator, through the Deputy Administrator and Chief Counsel. At times, U.S. Government employees' travel can be paid for by another organization, often a foreign aviation authority or its equivalent. Such payment **must** be approved by the Administrator. A memorandum from the Associate Administrator for Air Traffic Services, ATS-1, must be forwarded through the Chief Counsel and the Deputy Administrator to the Administrator no later than 14 days before the start of travel – an example has been attached to this order as **Appendix 11, Request for Approval of Acceptance of Travel Payments from a Non-Federal Source Memo.**

12. SPECIAL EXCEPTIONS, TRAVEL ADVISORIES, AND TRAVEL WARNINGS.

a. Travel to Taiwan. The FAA's point of contact for any FAA activities, travel, policies, and information related to Taiwan is the Taiwan Country Specialist, Office of International Aviation, Asia Pacific Division (**see Appendix 12**). Because of the sensitivity of the situation with Taiwan, it is critical that you contact AIA to review the DOS guidelines for the conduct of **unofficial** relations with the people in Taiwan.

b. Travel to Israel. All U.S. Government visitors to Israel, Gaza, and the West Bank are required to comply with U.S. Government policy contained in State Department cable 342724 (100514Z OCT 90). This cable is classified and is available for review through the Office of Israeli and Arab-Israeli Affairs, DOS (**see Appendix 12**). All official visitors to Israel must also read and be familiar with 99 TEL AVIV 08634, which is unclassified. All official visitors to Israel with Secret Clearance or higher must review 95 TEL AVIV 7945 prior to arrival. Copies of these cables are available at the DOS Office of Israeli and Arab-Israeli Affairs.

c. A country clearance cable must be sent to the AmEmbassy in Tel Aviv and to the AmConsulate General Jerusalem prior to official travel to Israel. Travelers must receive an affirmative reply to their country clearance request before entering the country. Country clearance requests for travel to Israel should include the following paragraph:

“WE REQUEST A REPLY TO THIS COUNTRY CLEARANCE REQUEST WITHIN SEVEN DAYS. FAA VISITOR IS FULLY AWARE OF THE REQUIREMENT TO COMPLY WITH U.S. POLICY CONTAINED IN STATE DEPARTMENT CABLE 342724 (100514Z OCT 90), AND HAS REVIEWED 95 TEL AVIV 7945.”

d. Travel to Cuba. The traveler will need to submit a country clearance cable **7 weeks in advance** to AAT-30 with the required information as specified in paragraph 6. The following exception applies: **the cable must NOT include language assuming “country clearance is granted unless a negative reply is received.”** If it is determined that there is a priority/need for travel, it will be forwarded to AIA-200 and they will send the country clearance cable to DOS for appropriate clearance and

transmission to the US Interests Section (USINT) in Havana, Cuba. Copies of both the cable transmitted to USINT and the response from the Cubans will be sent to the traveler upon confirmation. Travelers **must** receive a cable confirming the visit from USINT prior to traveling to Cuba.

e. **DOT Travel Advisory Program.** The DOS Travel Advisory Program comprises two general categories of Travel Advisories: Travel Warnings and Consular Information Sheets. Consular information is available for every country of the world, while Travel Warnings are issued when DOS determines that Americans should avoid travel to a country or specific areas of a country. Consular Information Sheets include such data as the location of the U.S. Embassy/Consulate, unusual currency or entry regulations, crime and security information, and drug penalties.

f. Both Travel Warnings and Consular Information Sheets are available to the public through the Citizen's Emergency Center's automated answering system or the DOS web page at **www.state.gov (see Appendix 12)**. The information is also available at U.S. passport agencies and at U.S. Embassies and Consulates.

13. FORMS.

a. **FAA Form 1500-1, Official Foreign Travel Arrangements (Routine).** Available on the web at **faa.gov/ats** or through AAT-30.

b. **FAA Form 1500-1, Official Foreign Travel Arrangements (Non-routine, signed by ADA-1).** Available on the web at **faa.gov/ats** or through AAT-30.

c. **FAA Form 1500-1, Official Foreign Travel Arrangements (Non-routine, signed by AOA-1).** Available on the web at **faa.gov/ats** or through AAT-30.

d. **Standard Form 14, Telegraphic Message for Country Clearance Request.** Available on the web at **faa.gov/ats** or through AAT-30.

e. **DOT Form 1500.7, Request for Official Passport Action.** Available through the Office of International Aviation (AIA), the DOT Passport Office, on the web at **faa.gov/ats** or through AAT-30.

f. **DOS Form DSP-11, Passport Application.** Traveler has not had a previous passport (official "red," personal "blue," or diplomatic "black") or whose passport was issued more than 15 years ago. Available at most U.S. Post Offices, through AIA, the DOT Passport Office, or the DOS Passport Issuance Office.

g. **DOS Form DSP-82, Passport Application.** Traveler has in his/her possession a current or expired passport (official "red," personal "blue," or diplomatic "black") issued no more than 15 years ago. Available at most U.S. Post Offices, through AIA, the DOT Passport Office, or the DOS Passport Issuance Office.

14. RELATED PUBLICATIONS. Order DOT 1500.11, Department of Transportation Travel Guiding Principles; Order 1240.9, International Aviation Programs; FAA Travel Policy Guide; Order 1500.14A, Travel Manual; FAA Order 1600.61A, Foreign Travel Briefing and Contact Reporting Requirements for FAA and Contractor Employees; Order 1500.37, Acceptance of Payments from Non-Federal Source for Official Travel.

15. AUTHORITY TO ISSUE CHANGES TO THIS ORDER. The Director of Air Traffic, AAT-1, may issue changes to this order when the changes do not require approval of the Associate Administrator for Air Traffic Services, ATS-1.

Steven J. Brown
Acting Associate Administrator
for Air Traffic Services

APPENDIX 1. OFFICIAL FOREIGN TRAVEL ARRANGEMENTS FORM 1500.1 (ROUTINE)

 U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION		INSTRUCTIONS: This is NOT a Passport Application; This is NOT a Travel Authorization/Order; This is NOT a country clearance request Complete and forward the original and three copies through channels to the ATS International Staff ; Contact the Staff at 1.202.267.3390 for help.	
OFFICIAL FOREIGN TRAVEL ARRANGEMENTS			
PART I - EMPLOYEE DATA			
APPLICANT 	1. NAME (FIRST, MIDDLE, LAST) John Doe	2. DATE OF BIRTH 01/01/01	3. PLACE OF BIRTH (CITY AND STATE) San Diego, CA
	4. OFFICIAL POSITION Air Traffic Control Specialist	5. OFFICE SYMBOL AAT-37	6. TELEPHONE AND FAX NUMBER 202.267.0000/202.256.0001
	7. SERVICE Air Traffic	8. PROGRAM AAT-30	9. DIVISION AAT-30
ACCOMP. FAMILY 	10. NAME (FIRST, MIDDLE, LAST) none	11. DATE OF BIRTH	12. PLACE OF BIRTH (CITY AND STATE)
	ADDITIONAL ACCOMPANYING FAMILY  (FILL IN INFORMATION REFERENCED IN SECTIONS 10,11, and 12)		
PART II - REQUEST FOR PASSPORT AND VISA SERVICE			
13. THIS REQUEST IS FOR <input type="checkbox"/> ISSUANCE OF A NEW PASSPORT <input type="checkbox"/> REVALIDATION OF EXISTING PASSPORT <input type="checkbox"/> VISA SERVICE		14. CURRENT OR FORMER PASSPORT <input type="checkbox"/> NONE <input checked="" type="checkbox"/> IN MY POSSESSION / PASSPORT NUMBER  INSERT RED PASSPORT NO.	
		15. FILED FOR NEW PASSPORT MO, DAY, YEAR CITY AND STATE	
16. ITINERARY			
CITY & COUNTRY	ARRIVAL DATE	DEPARTURE DATE	TRANSPORTATION MODE
Paris, France	04/04/01	04/10/01	commercial air
17. MAIL PASSPORT TO			
PART III- REQUEST FOR APPROVAL OF TRAVEL			
18. PURPOSE OF TRAVEL (BE SPECIFIC TO JUSTIFY NEED; DIFFERENTIATED JUSTIFICATIONS MUST BE PROVIDED IN CASES OF MULTIPLE PERSONS TRAVELING TO THE SAME EVENT) INSERT DETAILED JUSTIFICATION			
This travel is considered routine in nature. Travel is estimated to cost \$2000. Funds are available for this purpose.			
19. REQUESTING OFFICER AFFIRMS THAT ADEQUATE FUNDS ARE AVAILABLE	SIGNATURE AND TITLE Division Manager or Regional Branch Manager		
PART IV - RECOMMENDATION		PART V - RECOMMENDATION	
<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	DATE	<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	DATE
SIGNATURE AND TITLE		SIGNATURE AND TITLE	
Program Director or Regional Division Manager		Manager, ATS International Staff AAT-30	
		SIGNATURE AND TITLE	
		Service Director	

APPENDIX 2. APPROVAL OF NONROUTINE FOREIGN TRAVEL MEMO
FOR GROUPS OF UP TO AND INCLUDING SIX TRAVELERS

U.S. Department
of Transportation
**Federal Aviation
Administration**

SAMPLE Memorandum

Subject: **ACTION:** Request for Foreign Travel Approval

Date:

From: Acting Associate Administrator
for Air Traffic Services, ATS-1

Reply to
Attn. of:

To: The Acting Deputy Administrator

In accordance with Order DOT 1500.11, Travel Guiding Principles, dated August 1, 1995, it is requested that you approve the following plan for foreign travel:

1. Traveler: John J. Doe, International Program Officer, ATS International Staff
2. Location: Budapest, Hungary
3. Dates: July 11-19, 1998
4. Purpose: To serve as a moderator at a conference being co-sponsored by the Federal Aviation Administration, the American Association of Airport Executives, and the Hungarian Air Traffic and Airport Administration. The conference focuses on airport/aviation infrastructure and safety issues in the area of Central/Eastern Europe, Russia, and the Newly Independent States. It brings to a select audience of regional aviation officials the best western technology, products, and services to foster a better understanding of global policies and practices.
5. Fiscal Data: The estimated cost of this travel is expected to be \$_____. Funds are available for this purpose.

Steven J. Brown

Attachment

Travel Approval for (traveler's name)

Approved: _____

Disapproved: _____

Comments: _____

Date: _____

**APPENDIX 3. OFFICIAL FOREIGN TRAVEL ARRANGEMENTS FORM 1500.1
(NONROUTINE SIGNED BY THE DEPUTY ADMINISTRATOR)**

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION 		INSTRUCTIONS: This is NOT a Passport Application; This is NOT a Travel Authorization/Order; This is NOT a country clearance request Complete and forward the original and three copies through channels to the ATS International Staff (AAT-30); Contact the Staff at 1.202.267.3390 for help.	
OFFICIAL FOREIGN TRAVEL ARRANGEMENTS			
PART I - EMPLOYEE DATA			
APPLICANT ➔	1. NAME (FIRST, MIDDLE, LAST) Sally Smith	2. DATE OF BIRTH 01/01/01	3. PLACE OF BIRTH (CITY AND STATE) Washington, DC
	4. OFFICIAL POSITION Civil Engineer	5. OFFICE SYMBOL ANI-501	6. TELEPHONE AND FAX NUMBER 405.305.1000 and 405.305.1001
	7. SERVICE Airway Facilities	8. PROGRAM ANI	9. DIVISION ANI-700
PART II - REQUEST FOR PASSPORT AND VISA SERVICE			
13. THIS REQUEST IS FOR <input type="checkbox"/> ISSUANCE OF A NEW PASSPORT <input type="checkbox"/> REVALIDATION OF EXISTING PASSPORT <input type="checkbox"/> VISA SERVICE		14. CURRENT OR FORMER PASSPORT <input type="checkbox"/> NONE <input type="checkbox"/> IN MY POSSESSION / PASSPORT NUMBER ① <div style="text-align: center; border: 1px solid black; padding: 2px;">INSERT RED PASSPORT NO.</div>	
15. FILED FOR NEW PASSPORT <div style="display: flex; border-bottom: 1px solid black;"> <div style="flex: 1;">MO, DAY, YEAR</div> <div style="flex: 1;">CITY AND STATE</div> </div>			
PART III- REQUEST FOR APPROVAL OF TRAVEL			
18. PURPOSE OF TRAVEL (BE SPECIFIC TO JUSTIFY NEED) <div style="font-size: 1.2em; padding-top: 20px;">INSERT DETAILED JUSTIFICATION</div>			
This travel is considered nonroutine in nature. Travel is estimated to cost \$3000. Funds are available for this purpose.			
19. REQUESTING OFFICER <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> AFFIRMS THAT ADEQUATE FUNDS ARE AVAILABLE </div>		<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> PART IV - RECOMMENDATION <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL </div> <div style="width: 48%;"> PART V - RECOMMENDATION <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED </div> </div>	
SIGNATURE AND TITLE Program Director or Regional Division Manager		SIGNATURE AND TITLE Manager, ATS International Staff AAT-30	
PART VI - RECOMMENDATION <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		PART VII - RECOMMENDATION <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
SIGNATURE AND TITLE Acting Associate Administrator for Air Traffic Services, ATS-1		SIGNATURE AND TITLE Director, Office of International Aviation, AIA-1	
SIGNATURE AND TITLE Program Director or Regional Division Manager		SIGNATURE AND TITLE Director, Airway Facilities, AAF-1	
PART VI - APPROVAL ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		PART VI - APPROVAL ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	
SIGNATURE AND TITLE Acting Deputy Administrator, ADA-1		SIGNATURE AND TITLE Acting Deputy Administrator, ADA-1	

APPENDIX 4. APPROVAL OF NONROUTINE FOREIGN TRAVEL MEMO FOR GROUPS OF SEVEN OR MORE TRAVELERS AND FOREIGN TRAVEL BY THE ASSOCIATE/ASSISTANT ADMINISTRATORS



U.S. Department
of Transportation
**Federal Aviation
Administration**

SAMPLE

**800 Independence Ave., S.W.
Washington, D.C. 20591**

Date Travel Request Submitted

ACTION MEMORANDUM FOR THE CHIEF OF STAFF

Thru: Michael C. Dannenhauer
Director, Executive Secretariat

From: Jane F. Garvey, Administrator
202-267-3111

Prepared by: Steven J. Brown, Acting Associate Administrator for Air Traffic Services
202-267-7111

Re: Foreign Travel Plans

ACTION REQUIRED

Approval of Foreign Travel Plans for (names and title)

SUMMARY

Dates of Travel:

Event:

Purpose:

Delegation:

Location:

Cost per person: Give one total cost per traveler.

History: Was the FAA represented at previous conferences?
If so, how many individuals from FAA attended?

Point of Contact: Staff member from lead office. Include phone number.

BACKGROUND

Outline any pertinent background information necessary to make clear the purpose and reasoning for requesting this particular foreign trip.

Susan McDermott
Deputy Assistant Secretary for Aviation
and International Affairs

Approved: _____

Disapproved: _____

Date: _____

John A. Flaherty
Chief of Staff

Approved: _____

Disapproved: _____

Date: _____

**APPENDIX 5. OFFICIAL FOREIGN TRAVEL ARRANGEMENTS FORM 1500.1
(NONROUTINE SIGNED BY THE ADMINISTRATOR)**

 U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION		INSTRUCTIONS: This is NOT a Passport Application; This is NOT a Travel Authorization/Order; This is NOT a country clearance request Complete and forward the original and three copies through channels to the ATS International Staff (AAT-30); Contact the Staff at 1.202.267.3390 for help.					
OFFICIAL FOREIGN TRAVEL ARRANGEMENTS							
PART I - EMPLOYEE DATA							
APPLICANT 	1. NAME (FIRST, MIDDLE, LAST) Sally Smith	2. DATE OF BIRTH 01/01/01	3. PLACE OF BIRTH (CITY AND STATE) Washington, DC				
	4. OFFICIAL POSITION ATC Specialist	5. OFFICE SYMBOL ATP-400	6. TELEPHONE AND FAX NUMBER 202.267.0000 and 202.267.0001				
	7. SERVICE Airway Facilities	8. PROGRAM ATP	9. DIVISION ATP-400				
ACCOMP. FAMILY 	10. NAME (FIRST, MIDDLE, LAST) none	11. DATE OF BIRTH	12. PLACE OF BIRTH (CITY AND STATE)				
	ADDITIONAL ACCOMPANYING FAMILY  (FILL IN INFORMATION REFERENCED IN SECTIONS 10,11, and 12)						
PART II - REQUEST FOR PASSPORT AND VISA SERVICE							
13. THIS REQUEST IS FOR <input type="checkbox"/> ISSUANCE OF A NEW PASSPORT <input type="checkbox"/> REVALIDATION OF EXISTING PASSPORT <input type="checkbox"/> VISA SERVICE		14. CURRENT OR FORMER PASSPORT <input type="checkbox"/> NONE <input type="checkbox"/> IN MY POSSESSION / PASSPORT NUMBER  INSERT RED PASSPORT NO.					
		15. FILED FOR NEW PASSPORT <table border="1"> <tr> <td>MO, DAY, YEAR</td> <td>CITY AND STATE</td> </tr> <tr> <td></td> <td></td> </tr> </table>		MO, DAY, YEAR	CITY AND STATE		
MO, DAY, YEAR	CITY AND STATE						
16. ITINERARY			17. MAIL PASSPORT TO				
CITY & COUNTRY	ARRIVAL DATE	DEPARTURE DATE		TRANSPORTATION MODE			
Lima, Peru	01/01/01	01/08/01		commercial air			
PART III- REQUEST FOR APPROVAL OF TRAVEL							
18. PURPOSE OF TRAVEL (BE SPECIFIC TO JUSTIFY NEED) INSERT DETAILED JUSTIFICATION							
This travel is considered nonroutine in nature. Travel is estimated to cost \$3000. Funds are available for this purpose.							
19. REQUESTING OFFICER		PART IV - RECOMMENDATION	PART V - RECOMMENDATION				
AFFIRMS THAT ADEQUATE FUNDS ARE AVAILABLE	DATE	<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED				
		DATE	DATE				
SIGNATURE AND TITLE		SIGNATURE AND TITLE	SIGNATURE AND TITLE				
Program Director or Regional Division Manager		Manager, ATS International Staff AAT-30	Director, Airway Facilities, AAF-1				
PART VI - RECOMMENDATION		PART VII - RECOMMENDATION	PART VI - APPROVAL ACTION				
<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	DATE	<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED				
		DATE	DATE				
SIGNATURE AND TITLE		SIGNATURE AND TITLE	SIGNATURE AND TITLE				
Acting Associate Administrator for Air Traffic Services, ATS-1		Director, Office of International Aviation, AIA-1	Administrator, AOA-1				

**APPENDIX 6. STANDARD FORM 14 (TELEGRAPHIC MESSAGE
FOR COUNTRY CLEARANCE REQUEST)**

TELEGRAPHIC MESSAGE

NAME OF AGENCY FAA NATIONAL HQ WASHINGTON DC	PRECEDENCE ACTION: PRIORITY INFO: ROUTINE	SECURITY CLASSIFICATION UNCLASSIFIED
ACCOUNTING CLASSIFICATION	DATE PREPARED 07/01/98	FILE
FOR INFORMATION CALL		
NAME JOHN J. DOE	PHONE NUMBER 202-267-XXXX	TYPE OF MESSAGE MULTIPLE- <input checked="" type="checkbox"/> SINGLE <input type="checkbox"/> BOOK <input type="checkbox"/> ADDRESS
THIS SPACE FOR USE OF COMMUNICATION UNIT		
MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)		
<p>TO: AMEMBASSY TOKYO</p> <p>INFO: FAA REP/TOKYO FAA OFFICE/SINGAPORE SECSTATE, WASHINGTON, DC FAA WASHINGTON/AIA-100/AAT-30</p> <p>UNCLASSIFIED</p> <p>E.O. 12958: N/A</p> <p>TAGS: EAIR</p> <p>SUBJECT: COUNTRY CLEARANCE REQUEST</p> <p>REFERENCE: A)STATE 026900, DATED JANUARY 25, 1991</p> <p>THE FOLLOWING INFORMATION OUTLINES THE PROPOSED TRAVEL OF A FEDERAL AVIATION ADMINISTRATION EMPLOYEE WHO SEEKS COUNTRY CLEARANCE:</p> <p>A. NAME OF TRAVELER(S): JOHN J. DOE, INTERNATIONAL PROGRAM OFFICER, ATS INTERNATIONAL STAFF, FAA HQ, WASHINGTON, DC; TELEPHONE 202-267-XXXX; OFFICIAL PASSPORT NUMBER 800955930; SECRET SECURITY CLEARANCE.</p> <p>B. PURPOSE OF VISIT: TO ATTEND AND CO-CHAIR THE 12TH MEETING OF THE INFORMAL PACIFIC ATS COORDINATING GROUP (IPACG/12).</p>		
		SECURITY CLASSIFICATION
PAGE NO. 1	NO. OF PGS. 2	UNCLASSIFIED

TELEGRAPHIC MESSAGE

NAME OF AGENCY FAA NATIONAL HQ WASHINGTON DC		PRECEDENCE ACTION: PRIORITY INFO: ROUTINE	SECURITY CLASSIFICATION UNCLASSIFIED
ACCOUNTING CLASSIFICATION		DATE PREPARED 07/01/98	FILE
FOR INFORMATION CALL			
NAME JOHN J. DOE		PHONE NUMBER 202-267-XXXX	TYPE OF MESSAGE MULTIPLE- <input checked="" type="checkbox"/> SINGLE <input type="checkbox"/> BOOK <input type="checkbox"/> ADDRESS
THIS SPACE FOR USE OF COMMUNICATION UNIT			
MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)			
<p>C. POINT OF CONTACT: MR. YOSHIKI IMAWAKA, SPECIAL ASSISTANT TO THE DIRECTOR, JAPANESE CIVIL AVIATION BUREAU, TELEPHONE 81-45-625-9353</p> <p>D. COMPLETE ITINERARY: MR. DOE WILL DEPART WASHINGTON DULLES AIRPORT ON JULY 9 AT 9:40 AM ON UNITED FLIGHT #777 AND ARRIVE TOKYO NARITA AIRPORT AT 3:45 PM ON JULY 10. MR. DOE WILL BE STAYING AT THE NEW SANNO HOTEL, UNIT 45003APO AP 96337-5003, TELEPHONE 03-3440-7871. MR. DOE WILL ATTEND THE IPACG/12 MEETING FROM JULY 11-18. MR. DOE WILL DEPART TOKYO NARITA AIRPORT AT 5:30 PM ON JULY 19 ON UNITED AIRLINES FLIGHT #333.</p> <p>E. SUPPORT REQUESTED: ALL TRAVEL AND ARRANGEMENTS ARE BEING HANDLED BY THE TRAVELER, NO POST ASSISTANCE IS ANTICIPATED.</p> <p>F. PER REFERENCE A, WE WILL ASSUME THAT COUNTRY CLEARANCE IS GRANTED, UNLESS A NEGATIVE REPLY IS RECEIVED WITHIN SEVEN CALENDAR DAYS.</p> <p>/s/ Supervisor</p>			
			SECURITY CLASSIFICATION
PAGE NO. 2	NO. OF PGS. 2	UNCLASSIFIED	

APPENDIX 7. FAA OPERATIONS CENTERS**FAA OPERATIONS CENTERS****TELEPHONE/FAX NUMBERS****ALASKAN**

**Tel: 901-271-5936
Fax: 901-276-7261**

NORTHWEST MOUNTAIN

**Tel: 206-227-1999
Fax: 206-227-1006**

CENTRAL

**Tel: 816-426-4600
Fax: 816-426-4685**

SOUTHERN

**Tel: 404-305-5180
Fax: 404-305-5154**

EASTERN

**Tel: 718-553-3100
Fax: 718-553-3380**

SOUTHWEST

**Tel: 817-222-5006
Fax: 817-222-5943**

GREAT LAKES

**Tel: 847-294-8400
Fax: 847-294-7233**

WASHINGTON HQ

**Tel: 202-267-3502
Fax: 202-267-3505**

NEW ENGLAND

**Tel: 617-238-7001
Fax: 617-238-7007**

WESTERN PACIFIC

**Tel: 310-725-3300
Fax: 310-643-8724**

APPENDIX 8. COUNTRY CLEARANCE ADDRESSEE LIST

COUNTRY CLEARANCE ADDRESSEES

1. Find the country in which you will be traveling in column 1 below (e.g., Albania).
2. Address the country clearance request to the American Embassy indicated on the same line in column 2 (e.g., "AMEMBASSY TIRANE").
3. Add as "info" addressees the FAA Representative shown on the same line in column 3 (e.g., "FAA REP/ROME") and the International Area Office (IAO) shown in column 4 (e.g., "FAA/BRUSSELS"). Note: When the FAA Representative and the IAO are co-located, address only the IAO.
4. Include the following as additional "info" addressees on country clearance requests transmitted by telegraphic message: "SECSTATE, WASHINGTON, DC," and "FAA WASHINGTON/AIA-110/AAT-30."

<u>COUNTRY</u>	<u>AMEMBASSY</u>	<u>FAA REP</u>	<u>FAA IAO</u>
Albania	Tirane	Rome	Brussels
Algeria	Algiers	Paris	Brussels
Antigua & Barbuda	St. Johns	ALC-3	Miami
Argentina	Buenos Aires	Rio	Miami
Armenia	Yerevan	Moscow	Brussels
Australia	Canberra	Tokyo	Singapore
Austria	Vienna	Rome	Brussels
Azerbaijan	Baku	Moscow	Brussels
Bahamas	Nassau	ALC-3	Miami
Bahrain	Manama	Riyadh	Brussels
Bangladesh	Dhaka	Singapore	Singapore
Barbados	Bridgetown	ALC-3	Miami
Belarus	Minsk	Moscow	Brussels

<u>COUNTRY</u>	<u>AMEMBASSY</u>	<u>FAA REP</u>	<u>FAA IAO</u>
Belgium	Brussels	London	Brussels
Belize	Belize City	ALC-2	Miami
Benin	Cotonou	Dakar	Brussels
Bermuda	Hamilton (CG)	ALC-3	Miami
Bolivia	La Paz	Rio	Miami
Botswana	Gaborone	Dakar	Brussels
Brazil	Brasilia	Rio	Miami
Brunei	Bandar Seri Begawan	Singapore	Singapore
Bulgaria	Sofia	Rome	Brussels
Burkina Faso	Ouagadougou	Dakar	Brussels
Burma	Rangoon	Singapore	Singapore
Burundi	Bujumbura	Dakar	Brussels
Cambodia	Phnom Penh	Singapore	Singapore
Cameroon	Yaounde	Dakar	Brussels
Canada	Ottawa	AIA-1	AIA-1
Cape Verde	Praia	Dakar	Brussels
Central African Republic	Bangui	Dakar	Brussels
Chad	N'Djamena	Dakar	Brussels
Chile	Santiago	Rio	Miami
China	Beijing	Beijing	Singapore
Colombia	Bogota	ALC-2	Miami
Congo	Brazzaville	Dakar	Brussels

<u>COUNTRY</u>	<u>AMEMBASSY</u>	<u>FAA REP</u>	<u>FAA IAO</u>
Costa Rica	San Jose	ALC-2	Miami
Cote D'Ivoire	Abidjan	Dakar	Brussels
Croatia	Zagreb	Rome	Brussels
Cyprus	Nicosia	Rome	Brussels
Czech Republic	Prague	Rome	Brussels
Denmark	Copenhagen	London	Brussels
Djibouti	Djibouti	Riyadh	Brussels
Dominican Republic	Santo Domingo	ALC-3	Miami
Ecuador	Quito	ALC-2	Miami
Egypt	Cairo	Riyadh	Brussels
El Salvador	San Salvador	ALC-2	Miami
Equatorial Guinea	Malabo	Dakar	Brussels
Eritrea	Asmara	Riyadh	Brussels
Estonia	Tallinn	Moscow	Brussels
Ethiopia	Addis Ababa	Riyadh	Brussels
Fiji	Suva	Tokyo	Singapore
Finland	Helsinki	London	Brussels
France	Paris	Paris	Brussels
Gabon	Libreville	Dakar	Brussels
Gambia	Banjul	Dakar	Brussels
Georgia	Tbilisi	Moscow	Brussels

<u>COUNTRY</u>	<u>AMEMBASSY</u>	<u>FAA REP</u>	<u>FAA IAO</u>
Germany	Bonn	Paris	Brussels
Ghana	Accra	Dakar	Brussels
Greece	Athens	Rome	Brussels
Grenada	Grenada	ALC-3	Miami
Guatemala	Guatemala City	ALC-2	Miami
Guinea	Conakry	Dakar	Brussels
Guinea-Bissau	Bissau	Dakar	Brussels
Guyana	Georgetown	ALC-3	Miami
Haiti	Port-au-Prince	ALC-3	Miami
Honduras	Tegucigalpa	ALC-2	Miami
Hong Kong	Hong Kong (CG)	Beijing	Singapore
Hungary	Budapest	Rome	Brussels
Iceland	Reykjavik	London	Brussels
India	New Delhi	Singapore	Singapore
Indonesia	Jakarta	Singapore	Singapore
Ireland	Dublin	London	Brussels
Israel	Tel Aviv	Rome	Brussels
Italy	Rome	Rome	Brussels
Jamaica	Kingston	ALC-3	Miami
Japan	Tokyo	Tokyo	Singapore
Jordan	Amman	Riyadh	Brussels
Kazakhstan	Almaty	Moscow	Brussels

<u>COUNTRY</u>	<u>AMEMBASSY</u>	<u>FAA REP</u>	<u>FAA IAO</u>
Kenya	Nairobi	Dakar	Brussels
Korea	Seoul	Tokyo	Singapore
Kuwait	Kuwait	Riyadh	Brussels
Kyrgyzstan	Bishkek	Moscow	Brussels
Lativa	Riga	Moscow	Brussels
Lebanon	Beirut	Riyadh	Brussels
Lesotho	Maseru	Dakar	Brussels
Liberia	Monrovia	Dakar	Brussels
Lithuania	Vilnius	Moscow	Brussels
Luxembourg	Luxembourg	London	Brussels
Macau	Hong Kong (CG)	Beijing	Singapore
Madagascar	Antananarivo	Dakar	Brussels
Malawi	Lilongwe	Dakar	Brussels
Malaysia	Kuala Lumpur	Singapore	Singapore
Mali	Bamako	Dakar	Brussels
Malta	Valletta	Rome	Brussels
Marshall Islands	Majuro	AWP-8	AWP-8
Mauritania	Nouakchott	Dakar	Brussels
Mauritius	Port Louis	Dakar	Brussels
Mexico	Mexico City	ALC-2	Miami
Micronesia	Kolonia	AWP-8	AWP-8
Moldova	Chisinau	Moscow	Brussels

<u>COUNTRY</u>	<u>AMEMBASSY</u>	<u>FAA REP</u>	<u>FAA IAO</u>
Mongolia	Ulaanbaatar	Beijing	Singapore
Morocco	Rabat	Paris	Brussels
Mozambique	Maputo	Dakar	Brussels
Namibia	Windhoek	Dakar	Brussels
Nepal	Kathmandu	Singapore	Singapore
Netherlands	The Hague	London	Brussels
Netherlands Antilles	Curacao (CG)	ALC-3	Miami
New Zealand	Wellington	Singapore	Singapore
Nicaragua	Managua	ALC-3	Miami
Niger	Niamey	Dakar	Brussels
Nigeria	Lagos	Dakar	Brussels
Norway	Oslo	London	Brussels
Oman	Muscat	Riyadh	Brussels
Pakistan	Islamabad	Singapore	Singapore
Palau	Koror (USLO)	AWP-8	AWP-8
Panama	Panama City	ALC-2	Miami
Papua New Guinea	Port Moresby	Tokyo	Singapore
Paraguay	Asuncion	Rio	Miami
Peru	Lima	ALC-2	Miami
Philippines	Manila	Tokyo	Singapore
Poland	Warsaw	Rome	Brussels
Portugal	Lisbon	Paris	Brussels

<u>COUNTRY</u>	<u>AMEMBASSY</u>	<u>FAA REP</u>	<u>FAA IAO</u>
Romania	Bucharest	Rome	Brussels
Russia	Moscow	Moscow	Brussels
Rwanda	Kigali	Dakar	Brussels
Saudi Arabia	Riyadh	Riyadh	Brussels
Senegal	Dakar	Dakar	Brussels
Seychelles	Victoria	Dakar	Brussels
Sierra Leone	Freetown	Dakar	Brussels
Singapore	Singapore	Singapore	Singapore
Slovak Republic	Bratislava	Rome	Brussels
Slovenia	Ljubljana	Rome	Brussels
South Africa	Pretoria	Dakar	Brussels
Spain	Madrid	Paris	Brussels
Sri Lanka	Colombo	Singapore	Singapore
Sudan	Khartoum	Riyadh	Brussels
Suriname	Paramaribo	ALC-3	Miami
Swaziland	Mbabane	Dakar	Brussels
Sweden	Stockholm	London	Brussels
Switzerland	Bern	Paris	Brussels
Syria	Damascus	Riyadh	Brussels
Tajikistan	Dushanbe	Moscow	Brussels
Tanzania	Dar Es Salaam	Dakar	Brussels

<u>COUNTRY</u>	<u>AMEMBASSY</u>	<u>FAA REP</u>	<u>FAA IAO</u>
Thailand	Bangkok	Singapore	Singapore
Togo	Lome	Dakar	Brussels
Trinidad & Tobago	Port-of-Spain	ALC-3	Miami
Tunisia	Tunis	Paris	Brussels
Turkey	Ankara	Rome	Brussels
Turkmenistan	Ashgabat	Moscow	Brussels
Uganda	Kampala	Dakar	Brussels
Ukraine	Kiev	Moscow	Brussels
United Arab Emirates	Abu Dhabi	Riyadh	Brussels
United Kingdom	London	London	Brussels
Uruguay	Montevideo	Rio	Miami
Uzbekistan	Tashkent	Moscow	Brussels
Venezuela	Caracas	ALC-2	Miami
Western Samoa *	Apia	Tokyo	Singapore
Republic of Yemen	Sanaa	Riyadh	Brussels
Zaire	Kinshasa	Dakar	Brussels
Zambia	Lusaka	Dakar	Brussels
Zimbabwe	Harare	Dakar	Brussels

Notes:

CG = Consulate General

USLO = U.S. Liaison Office

IAO = International Area Office

*** = When sending country clearance requests to Western Samoa, an information copy should be sent to AMEMBASSY WELLINGTON (American Embassy in Wellington, New Zealand)**

APPENDIX 9. REQUEST FOR EXPEDITIOUS RENEWAL OF OFFICIAL PASSPORT MEMO



U.S. Department
of Transportation
**Federal Aviation
Administration**

SAMPLE**Memorandum**

Subject: **ACTION:** Request for Expeditious Renewal of an
Official Passport

Date:

From: (Immediate Supervisor Title)

Reply to
Attn. of:

To: U.S. Passport Office, Official Passport Section,
Department of State

This memorandum is to request expeditious renewal of an official passport for Mr. John J. Doe, International Program Officer, ATS International Staff, AAT-30. Mr. Doe will be traveling to Russia, April 4-8, 1998, to participate in a joint American/Russian evaluation of air navigation services at key air traffic control facilities in the Russian Far East. Mr. Doe's participation in the bilateral activity is integral to the FAA's cooperative work with the Russian civil aviation authority to improve safety and efficiency of air navigation services in this region.

Due to the recent modifications by the Russians of the mission's team requirements, the selection of Mr. Doe was not made possible until very recently. Furthermore, the bilateral arrangement between the FAA and its Russian counterpart has developed a firm implementation schedule for this evaluation project. Consequently, in order for Mr. Doe to provide his key communications and surveillance expertise to the U.S. team, it is critical that his official passport be renewed as soon as possible.

Please expedite this request for official passport action and return the passport to the Department of Transportation by (date). Your assistance in this matter is greatly appreciated.

(Immediate Supervisor)

Attachment

APPENDIX 10. APPROVAL OF USE OF BUSINESS CLASS ACCOMMODATIONS MEMO



U.S. Department
of Transportation
**Federal Aviation
Administration**

SAMPLE**Memorandum**

Subject: **ACTION:** Request for Approval of Use of
Business Class Accommodations

Date:

From: Acting Associate Administrator
for Air Traffic Services, ATS-1

Reply to
Attn. of:

To: The Administrator

In accordance with Order DOT 1500.11, Travel Guiding Principles, dated August 1, 1995, it is requested that you approve the following plan for foreign travel:

1. Traveler: John J. Doe, International Program Officer, ATS International Staff
2. Location: Tokyo, Japan
3. Dates: July 9-20, 1998
4. Purpose: Mr. Doe will be the US co-chair and head of delegation for the 12th Meeting of the Informal Pacific ATS Coordinating Group (IPACG/12). This meeting will focus on air traffic services in the Tokyo, Anchorage, and Oakland FIRs in the Central and Northern Pacific Ocean. Special emphasis will be given to planning for CNS/ATM, RNP-10, and RVSM.

Flight time for travel from Washington to Tokyo is in excess of 14 hours. Because of the length of time involved in the flights and the necessity to conduct business upon arrival, the traveler will need to prepare for the meeting in-flight. Coach class seating accommodations will not provide the space necessary to conduct business en route.

(The last sentence should read: "The additional cost to the Government will be approximately \$_____".)

Steven J. Brown

APPENDIX 10. APPROVAL OF USE OF BUSINESS CLASS ACCOMMODATIONS MEMO

Attachment

Request for Approval of Use of Business Class Accommodations for (traveler's name)

Approved: _____

Disapproved: _____

Comments: _____

Date: _____

**APPENDIX 11. REQUEST FOR APPROVAL OF ACCEPTANCE OF TRAVEL PAYMENTS
FROM A NON-FEDERAL SOURCE**



U.S. Department
of Transportation
**Federal Aviation
Administration**

SAMPLE

Memorandum

Subject: **ACTION:** Request for Approval of Acceptance of
Travel Payments From a Non-Federal Source

Date:

From: Acting Associate Administrator
for Air Traffic Services, ATS-1

Reply to
Attn. of:

To: The Administrator
THRU: The Acting Deputy Administrator
Chief Counsel

Under the provisions of 31 U.S.C. 1353, as amplified by regulations found in 41 CFR Part 304-1, I recommend that you accept the offer of payment of air transportation, lodging, meals, and local and in-country transportation costs by a non-Federal source under the circumstances described below. I attest that the travel relates to the official duties of the employee who is slated to attend the event and have attached a certificate that you may execute to indicate your approval.

Identity of non-Federal source and a description of offer: Northwest Airlines will provide air transportation, lodging, meals, and local and in-country transportation costs for Mr. John J. Doe, September 24-30, 1999, to participate in a Northwest Airlines operations base visit to Tokyo, Japan.

Value of Offer: Transportation costs are estimated at \$1400. Lodging, meals, and other costs are estimated at \$373. Approximate total: \$1773.

Description of meeting or similar function in connection with which travel payment is offered: Mr. Doe will be providing a briefing on the implementation of Reduced Vertical Separation Minima (RVSM) in the Pacific to Northwest Airlines and the Japan Civil Aviation Bureau (JCAB) Air Traffic Control personnel.

Identity and title of FAA employee designated to attend the meeting or similar function as part of official duty and the role he will play there: Mr. John J. Doe, Manager, Oceanic Operations and Procedures, Air Traffic Operations, Air Traffic Services, Federal Aviation Administration, Washington, D.C. Mr. Doe will be providing his expertise and a presentation on RVSM.

Would a reasonable person knowing the facts and circumstances of this travel situation have cause to question the integrity of agency programs or operations? No.

Steven J. Brown

Attachment

Approved: _____

Disapproved: _____

Comments: _____

Date: _____

DECLARATION

I find that acceptance of payment from Northwest Airlines to cover Mr. John J. Doe's expenses to provide a presentation on the implementation of RVSM in the Pacific to Northwest Airlines and the JCAB Air Traffic Control personnel in Tokyo, Japan, would not cause a reasonable person with knowledge of all the facts relevant to this situation to question the integrity of agency programs or operations. I have made this determination based on consideration of the facts that: (1) Northwest Airlines has no interest that can be affected by Mr. Doe's performance of his official duties; (2) the meeting will be convened to discuss matters of interest to Mr. Doe in his official capacity; and (3) Mr. Doe will participate and provide a presentation at the meeting which will be attended by his professional counterparts.

I hereby accept the invitation from Northwest Airlines for Mr. John J. Doe on behalf of the agency, under my authority found in 31 U.S.C. 1353. The value of this offer is \$1773.

Administrator

Date

APPENDIX 12. CONTACT LIST**CONTACT LIST**

<u>Organization</u>	<u>Phone Number/Web Site/Fax</u>
FAA Foreign Travel Specialist (travel procedures, travel approval and passports/visas)	202-267-5523
DOT Passport Agent (passports/visas) Nassif Building, Room 7402 400 7 th Street, SW Washington, DC 20590	202-366-4679
DOT Photo Office	202-366-1230
DOS Office of Aviation Programs and Policy (country clearance info)	202-647-8001
DOS Immunization Clinic	202-663-1705
DOS Website (current overseas travel Information/restrictions)	www.state.gov
DOS Headquarters/Main State (country desk officers)	202-647-4000
Center for Disease Control (immunization/ Health information for overseas travel)	www.cdc.gov
FAA Travel Help Desk (accounting authorizations/vouchers; financial concerns)	202-267-9056 or 888-456-7207
FAA Office of International Aviation Cuba Country Specialist	202-267-8156
FAA Office of International Aviation Taiwan/Israel Country Specialist	202-267-3173
American Institute in Taiwan Washington, DC	703-525-8474 or fax 703-841-1385
DOS Taiwan Coordination Staff/ Main State, Washington, DC	202-647-7711 or fax 202-647-0076
Office of Israeli and Arab-Israeli Affairs DOS (NEA/AIA, Room 6251)	202-647-3672